

ACADEMIC HONESTY

Academic honesty is expected of all Clinton Community College students. It is academically dishonest, for example, to misrepresent another person's work as one's own, to take credit for someone else's work or ideas, to knowingly give or accept help on a test, to obtain advanced information on confidential test materials, or to intentionally harm another student's chances for academic success.

When an instructor believes that a student has failed to maintain academic honesty, the instructor may decide on the penalty he or she believes is warranted. When a student is penalized by receiving a failing grade on a major assignment or for the course, the instructor must notify his or her Division Coordinator and submit evidence that the student has acted dishonestly to the Vice President for Academic Affairs. The VPAA's Office will send an academic incident form to the student within five working days.

If the student disputes the charge or the penalty, he or she may follow the Academic Grievance Procedure as outlined in the College Catalog.

If the student chooses not to appeal, or the appeal is unsuccessful, the Vice President for Academic Affairs will retain a record of the offense. A student who commits a second offense may be dismissed from the college, and an appeal to return will not be permitted for one full calendar year.

Grievance Procedure Informal Level

1. The student with a concern should make the complaint to the instructor within twenty (20) calendar days of the condition on which the dispute is based. For due cause, the Vice President for Academic Affairs may extend this time requirement. The student and the faculty member should attempt to resolve the difference informally and in a manner acceptable to both.
2. If, after this procedure, the student is still dissatisfied, the student should contact the Vice President for Academic Affairs concerning the issue. As soon as possible or practical, the Vice President for Academic Affairs (or his/her designee) shall work as a mediator with the student, the instructor, and, if necessary, the appropriate division coordinator to attempt to resolve the complaint.
3. If the complaint is resolved, a written confirmation of resolution will be filed in the Vice President for Academic Affairs office.

Grievance Procedure Formal Level

If the matter remains unresolved at the end of the meeting referred to in step two, informal level, the following procedures must be initiated:

1. The student will obtain a "Student Academic Grievance Form" from the Vice-President for Academic Affairs. This form will serve as the student's position paper and will be distributed to those indicated on the form. The student may request, through the Vice-President for Student Affairs, the Services of a faculty member (or another college community member) to serve as his/her Academic Grievance Advisor. No person outside the college community may serve this role.
2. The Vice-President for Academic Affairs will request that the chairperson of the Academic Standards Committee appoint a five-person Academic Hearing Committee comprising the following: A. One full-time teaching faculty member from the academic department of the faculty

member named in the grievance; B. One full-time teaching faculty member not from the same academic division of the faculty member named in the grievance;

- One full-time faculty member from Student Affairs;
- Two students chosen from the Student Senate.

The aggrieved student and the named faculty member (the principals) have the right to review the membership of the Hearing Committee before the hearing begins and to request the replacement of any one member of the committee. Any additional request for the replacement of any other member must be made in writing to the Academic Standards Committee.

3. As soon as possible, the Academic Hearing Committee will arrange a meeting to review all positions of the grievance.
4. After investigating and deliberating the matter, the committee will forward all pertinent materials, along with their recommendations to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs shall review the committee's written proceedings and recommendations, along with the positions of all involved parties.
6. As soon as practical, the Vice-President for Academic Affairs shall render a decision and report the findings to the parties involved. The Vice-President's decision is binding. All materials relevant to the case should be placed on file in the Vice President for Academic Affairs Office.